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Calais School Committee
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Calais School Board

(Student) Substance Use Prohibition Policy

Section 1: Preamble

The Calais School Board supports a quality learning environment for all students attending Calais schools. A quality learning environment is a safe and healthy school which is free from the detrimental effects of drugs. For the safety, health and educational goals of our students, the use and possession of drugs shall not be tolerated at school or any school sponsored activity or when the use or possession of drugs directly interferes with the operation of the school.

The Board recognizes that chemical dependency is a treatable illness often preceded by the use and abuse of drugs. The Board recognizes its obligation to provide for the education of all students. Therefore, to promote a quality learning environment, the Board endorses a three-prong approach to prevent, discourage and eliminate drug use by students. The three-prong approach addresses (1) prevention by education (2) intervention and (3) discipline.

This policy applies to all students in the Calais School system. Any other policy, which addresses drug use by students – whether exclusively or as part of another policy – only supplements this policy. The curriculum and specific methods used to achieve the goals expressed in this policy may be reviewed and amended by the Board from time to time without repealing this policy.

Section 2: Definitions

Drugs: As used in this policy, “drugs” means any substance considered illegal by Maine law; any substance for which the possession thereof is a civil violation under Maine law; any substance which minors are prohibited from possessing under Maine law; and the inappropriate use of any product in an attempt to alter the student’s mental state. This includes, but is not limited to tobacco, alcohol, marijuana and any prescription medication for which a student does not have a valid prescription.

Attendance at School: Attendance at school includes but is not limited to the following circumstances; any time a student is traveling to and from school or a school sponsored activity (whether by bus or private vehicle); any time a student is on school property whether during normal school hours or after school for a school sponsored activity; and any time a student is representing the school off school property but on a school sponsored activity.

School sponsored Activity: A school sponsored activity includes, whether graded or non-graded, but is not limited to, any co-curricular event (sports, band etc...), field trips, class trips, dances and similar educational and recreational activities.

Student: Includes, but is not limited to, any person enrolled in the Calais School system taking educational classes at the Calais Elementary, Middle and or High School, St. Croix Technical/Vocational Center, or the Calais Children's Project; any person attending a school sponsored activity normally intended for Calais school students, regardless of where this person takes educational classes; and any person "home schooled" or "alternatively schooled" or otherwise not attending classes at a Calais school, but who is of student age and on campus or attending a school sponsored activity relating to their course of education.

Violation: The following are examples, but not an exclusive list, of violations of this policy. This list is an example of the type of report which the administration may use to find a violation – it is not a requirement that the administration find a violation (for example, if a teacher reports seeing a student smoking in the woods but the administrator has some doubt about the teacher's recognition of which student in a group was in violation, no violation need be found – but, if the administrator accepts the teacher's observations, a violation may be found).

1. Any school employee (staff, administration or otherwise) personally observes a violation
2. Any school volunteer, chaperone, coach etc...who personally observes a violation
3. A police report to the school administration of a violation
4. A personal confession by the student of a violation (not a self-referral)
5. A report personally observed by that student's parents or guardian

The following are examples of specific situations, which are NOT considered violations of this policy.

1. Anonymous reports are not considered valid and will not be followed up.
2. Reported conduct, which would otherwise be a violation if not observed by at least one other person or to which the student does not admit.
3. The unsubstantiated report from another student.
4. The unsubstantiated report from a community member.

Expulsion: The removal of a student from school following a proper investigation of student's behavior and due process proceedings.

In school suspension: A one-on-one or small group setting where the student will have necessary academic support but will not be allowed to socialize with peers for the entire school day. An in school suspension also requires the parents to provide direct transportation to school as the student will be off the bus for the duration of the in school suspension.

Co/Extra Curricular Activities: A co/extra-curricular activity is one provided by and supervised by the school in which many students participate but which are not necessary for graduation. Under some circumstances, participation in the particular activity may result in academic credit, but receipt of academic credit is not a criteria. The following is not an exhaustive list of extra-curricular activities covered by this policy:

- A. driving a private vehicle to and from school when busing is available or school sponsored activities or co/extra-curricular activities;
- B. seasonal activities such as:
soccer; cross country; golf, football; volleyball; basketball; cheering;
wrestling; tennis; baseball and softball
- C. yearly activities such as:
academic decathlon; envirothon; math team; yearbook; national honor
society; student council; class officers; jazz band; band; drama: mock trial
and chorus

Definition of Activity Period

The following definition of Activity Period supersedes any conflicting language elsewhere in this policy document if any exist:

The fall activity period begins on the first scheduled Maine Principal's Association (MPA) practice and ends on the MPA closing date for fall activities.

The winter activity period begins on the same date the fall activity period ends and ends on the MPA closing date for winter activities.

The spring activity period begins on the same date the winter activity period ends and ends on the last date of Calais School System's spring activities.

The jurisdiction of this policy begins each year on the day the student signs up for a co-curricular activity in that given year and ends on the last date of the Calais School System's Spring activities.

Accumulation of Violations and Punishments

- A. For Academic Purposes
 - 1. Violations
 - Violations accumulate during the years a student attends grades 1-4.

Violations accumulate during the years a student attends grades 5-8.
Violations then begin anew and accumulate during grades 9-12.

2. Punishments

Punishment carries over for the duration of student's time in building.
There is no carry over of punishment through the summer vacation period.

- B. For Co/extra-Curricular Purposes
 - 1. Violations
Violations accumulate during the years a student attends grades 5-8 and 9-12. They do not apply to grades K-4.
 - 2. Punishments
Punishments carry through to the next co/extra curricular activity.
Punishment may carry over through summer vacation.

Section 3: Student Drug Prohibition

No student shall use or possess or be under the influence of any illegal drug while on school property, while on a school sponsored activity or while that person's conduct directly interferes with the operation, welfare or educational environment of any Calais school. No student shall voluntarily be in the presence of nor voluntarily attend a function where drugs are being illegally used. (An objective of this policy is to prevent all illegal substance use in regard to the students of the Calais School District, but not to extend the policy beyond common sense to innocent attendance and law-abiding participation at an event such as a wedding/wedding reception.)

Section 4: Role of School Staff

- A. The School Board expects all staff members to assist in the education of students, including this policy. Subject to their rights and obligations pursuant to employment contracts, all school staff is expected to comply with this policy.
- B. All staff should be familiar with this policy and its impact on students.
- C. Whenever a staff member believes a student is violating this policy, the staff member shall take any action necessary to secure the health and safety of all students.
- D. All staff should be familiar with the resources available to those students seeking assistance with a substance abuse problem, treat any such request for assistance as a confidential request for assistance to the degree possible and direct any student seeking assistance to the school nurse/substance abuse counselor.
- E. All staff and administrators are mandated reporters – to the Department of Human Services – of student abuse and neglect. Violations of this policy may be reported as such. The police may also be notified.
- F. All staff shall report any violations of this policy to the principal and superintendent immediately.

Section 5: Prevention/Education Procedures

- A. At the start of the school year, and as reasonably necessary thereafter, the administration shall review with the staff appropriate drug use and intervention techniques.

- B. At the start of the school year the administration and staff shall review with the student body the negative impact of drug use and periodically reinforce this message.
- C. At the start of the school year and then as periodically deemed necessary, the administration and staff shall review this policy with the students. As periodically deemed necessary, the administration and staff shall review this policy with parents and guardians.
- D. At the start of the school year and then continually thereafter, the administration shall inform the student body about the services available for any student with a substance abuse question or need for assistance and shall keep that information posted in an area accessible to all students.
- E. Each principal of a Calais school shall adopt or designate a substance abuse coordinator for that building.
- F. The school board shall adopt and periodically update a substance abuse education program as part of the school curriculum.

Section 6: Intervention

- A. School Nurse/Substance abuse counselor*
 - 1. Shall keep self-referrals confidential while providing assistance
 - 2. Shall provide assistance to student teams
 - 3. Shall help with community referrals
 - 4. Shall be responsible for general education of students on the dangers associated with drug use.
- B. Student Assistance Team (s)

They are a multidisciplinary group of professionals that meet to identify, plan and coordinate services for high risk students.
- C. Self-Referral
 - 1. Student Assistance is the goal
 - a. A student who believes that he or she has a substance abuse problem may contact the substance abuse counselor/school nurse/peer assistance team or other designated person to get help. Such reports are not violations of this policy and will not lead to disciplinary action.
 - b. There are no limits to the number of self-referrals a student may make during their time in the Calais School system.
 - 2. Student Responsibility is the goal
 - a. A self-referral will not prevent disciplinary action based on a report from a source other than the student, which leads to the discovery of a violation.
 - b. Self-referrals provide for student assistance for a substance abuse problem, they do not provide insulation from specific acts of drug use.

*School nurse/substance abuse counselor will maintain confidentiality for self-referrals but are still mandated reporters. Students who have self referred will not be excused for

specific acts of drug use (outside of counseling session disclosures) that violate this policy.

D. Community referral

1. Any reported violation of this policy from the community will be reported to the Principal for investigation. See the definitions for what would be considered a violation.
2. Any reported violation of this policy from the community will be reported to the substance abuse counselor/school nurse or other designated person for appropriate education or intervention; such referral will be made independent from any disciplinary investigation pursuant to paragraph 1.

Section 7: Discipline

A. Elementary School Students

1. First Violation

- a. The police may be notified
- b. Principal shall notify the student's parents for removal from activity.
- c. Principal shall meet with the parents and student
- d. The student and parents shall meet with substance abuse coordinator for the school
- e. Parents and student report to Principal so the Principal can monitor to help prevent reoccurrence.

2. Second Violation

- a. The police may be notified
- b. steps (a) through (c) as in first violation
- c. the student shall undergo a substance abuse evaluation with a recommendation that the parents' follow its' recommendations
- d. parents and student report the follow up plan to the Principal for monitoring to help prevent reoccurrence
- e. punishment may be administered at the Principal's discretion

3. Third and Subsequent Violation

- a. steps (a) through (d) of second violation
- b. student shall undergo an in school suspension of no more than 3 days at discretion of Principal
- c. parent/guardian shall meet with the Superintendent

B. Middle School Students

1. First Violation

- a. The police may be notified
- b. Principal shall notify the student's parents for removal from activity.

- c. Principal shall meet with the parents and student
- d. The student and parents shall meet with substance abuse coordinator for the school
- e. Parents and student report to Principal so the Principal can monitor to help prevent reoccurrence
- f. Punishment
 - i. in school suspension for 5 days/no bus privileges
 - ii. no school related activities until return to classes

2. Second Violation

- a. The police may be notified
- b. Principal shall notify the student's parents for removal from activity.
- c. Principal shall meet with the parents and student
- d. The student and parents shall meet with substance abuse coordinator for the school
- e. the student shall undergo a substance abuse evaluation with a recommendation that the parents' follow its' recommendations
- f. parents and student report the follow up plan to the Principal for monitoring to help prevent reoccurrence
- g. punishment
 - i. in school suspension for 10 days/no bus privileges
 - ii. no school related activities for 30 days

3. Third and Subsequent Violations

- a. The police may be notified
- b. Principal shall notify the student's parents for removal from activity
- c. Principal shall meet with the parents and student
- d. the student and parents shall meet with substance abuse coordinator for the school
- e. the student shall undergo a substance abuse evaluation with a recommendation that the parents' follow its' recommendations
- f. parents and student report the follow up plan to the Principal for monitoring to help prevent reoccurrence.
- g. punishment
 - i. no bus for 10 days
 - ii. off-site-in-school suspension for 10 days at another school location
 - iii. no school related activities for the rest of the school year

C. High School Students

1. First Violation

- a. The police may be notified
- b. Principal shall notify the student's parents for removal from activity

- c. Principal shall meet with the parents and student
- d. the student and parents shall meet with substance abuse coordinator for the school
- e. the student shall undergo a substance abuse evaluation with a recommendation that the parents' follow its' recommendations
- f. parents and student report the follow up plan to the Principal for monitoring to help prevent reoccurrence
- g. punishment
 - i. in-school suspension for 10 days
 - ii. no school related activities for 30 calendar days
 - iii. no bus privileges

2. Subsequent Violations

- a. The police may be notified
- b. Principal shall notify the student's parents for removal from activity.
- c. Principal shall meet with the parents and students
- d. the student and parents shall meet with substance abuse coordinator for the school
- e. the student shall undergo a substance abuse evaluation with a recommendation that the parents' follow its' recommendations
- f. parents and student report the follow up plan to the Principal for monitoring to help prevent reoccurrence
- g. punishment
 - i. out-of-school suspension until school board hearing for possible expulsion
 - ii. no school related activities (if not expelled) for 175 school days

D. Tuition or Transfer Students (all grades)

Check records from sending school for any prior substance abuse and place student in appropriate category according to policy.

Section 8: Co/Extra-Curricular

Co/Extra-Curricular Activity

- A. The Calais School Board is adopting a more strict substance use prohibition policy for those students involved in co/extra-curricular activities. Its purpose is three fold (1) to provide for the health and safety of all co/extra curricular students: (2) to undermine peer pressure to use drugs by providing a legitimate reason for students to refuse to use drugs; and (3) to encourage co/extra curricular students that do use drugs to participate in treatment.

- B. Each student wishing to participate in any co/extra curricular activity and the student's custodial parent or guardian shall agree in writing to the provisions of this policy – including the possibility of random drug testing. No student shall be allowed to participate in any co/extra curricular activity without such consent.
- C. Each student wishing to participate in any co/extra curricular activity is subject to the Calais School Board Student Substance Use Prohibition Policy for each year in which the student is involved in co/extra curricular activities beginning each year from the first day that the student signs up for a Co/extra curricular activity. Co/extra-curricular students are subject to that policy 24 hours a day, seven days a week for the activity year.
- D. Punishment
 - 1. First Violation
 - A. Seasonal Activities
Participants will lose participation for 70 calendar days or remainder of season, whichever is longer. Students will be eligible for tryouts for following season and must follow teams' attendance requirements, but will not participate in practices or attend games as a team member. This follows the MPA calendar for beginning and ending school year dates. For the purpose of this policy the winter season begins on the last day of the MPA fall season and ends on the first day of the MPA spring season.
 - B. Yearly Activities
Participants will lose participation for 70 calendar days. Band and Chorus participants will lose participation in activities that take place outside of scheduled Band or Chorus classes.
 - a. The police may be notified
 - b. Principal shall notify the student's parents for removal from activity
 - c. Principal shall meet with the parents and student
 - d. the student and parents shall meet with substance abuse coordinator for the school
 - e. the student shall undergo a substance abuse evaluation with a recommendation that the parents' follow its' recommendations
 - f. parents and student report the follow up plan to the Principal for monitoring to help prevent reoccurrence

2. Second Violation

All participants would be ineligible to participate in any co/extra curricular activity for one calendar year.

- a. The police may be notified
- b. Principal shall notify the student's parents for removal from activity
- c. Principal shall meet with the parents and student
- d. the student and parents shall meet with substance abuse coordinator for the school
- e. the student shall undergo a substance abuse evaluation with a recommendation that the parents' follow its' recommendations
- f. Parents and student report the follow up plan to the principal for monitoring to help prevent reoccurrence.

3. Third Violation

All participants would be ineligible for their entire high school career.

- a. The police may be notified
- b. Principal shall notify the student's parents for removal from activity
- c. Principal shall meet with the parents and student
- d. the student and parents shall meet with substance abuse coordinator for the school
- e. the student shall undergo a substance abuse evaluation with a recommendation that the parents' follow its' recommendations
- f. parents and student report the follow up plan to the Principal for monitoring to help prevent reoccurrence

E. **Appeals**

Any appeal of discipline imposed pursuant to either this general co/extra curricular policy or pursuant to a positive random drug test shall be taken in the manner described in section 9.

F. Random Drug Testing

At the option of the school board, subject to annual review (including financial availability) the Board may authorize random drug testing of students participating in co/extra curricular activities. When the policy is in force, the following apply:.

1. Each student wishing to participate in any co/extra curricular activity is subject to the following student drug testing policy.
2. Students involved in co/extra curricular activities may be tested during the school year.
3. In addition, random testing may be done weekly during the season.
4. Students required to be tested have to provide a urine sample. The sample will be collected the day of selection. The student must abide by the rules of the collector or sample agency. Refusing to provide a sample shall be treated as a violation of this policy.

When testing is authorized, the following procedures control the process.

1. Selection for random testing will be by lottery drawing from a “pool” of all students participating in co/extra curricular activities at the time of the drawing. The Activity Director shall take all reasonable steps to assure the integrity, confidentiality, and random nature of the selection process, assuring that the names of all participating students are in the pool, assuring that the person drawing names has no way of knowingly choosing or failing to choose particular students, assuring that the identity of students drawn for testing is not known to those involved in the selection process and assuring direct observation of the selection process by at least two adults.
2. The record keeping and results of all testing will be kept confidential. The records will be stored in a locked cabinet and only accessible to school administration, involved parents or guardians and the activity director.
3. Students taking prescription medication may provide a copy of the prescription or a doctor’s verification in a sealed envelope to the person collecting the sample at the time the sample is collected. If necessary, that envelope will be forwarded – unopened – to any testing lab with instructions to consider the use of such medications to assure the accuracy of the results. Students who fail to provide such verification will have positive results treated as a violation.
4. Any testing will test for one or more drugs. The activity director shall decide week to week – but prior to the selection of students’ each week – which drugs shall be tested. Samples will not be screened for any other substance or for the existence of any physical condition other than drug use.

5. The activities director shall see that at least 10% of the students involved in activities that week shall be drawn for testing.

When testing is authorized, the following controls the tests.

1. The initial urine test shall be a lab test.
2. A positive test from the sample is considered a violation. The refusal to provide a sample is a violation.

When a positive test is verified, the following consequences shall be imposed.

1. No student shall be academically punished for testing positive for drugs. The results of tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion, which the Board shall not solicit. In the event of service of such compulsion, the student's parents or guardian shall be notified as soon as possible but in any event before the Board responds.
2. This section only applies to violations detected as the result of random urine testing. Violations detected through the rest of this policy are unaffected by this section. Violations of this section are not subject to the same consequences as violations discovered in other ways.
3. First positive result
 - a. An administrator/student/parent conference will be held.
 - b. The student is ineligible for 70 calendar days excluding the summer until beginning of MPA fall season. Students will be allowed to try out. Continuation of the count will continue after tryouts.
 - c. The student will undergo a mandatory drug education program and may be required to undergo continued education or intervention.
 - d. Upon return to eligibility, the student may be subject to weekly drug tests at the activity director's discretion. Dip test administered per this section are presumed accurate and no confirmation testing will be required.
4. Second positive result
 - a. An administrator/parent/student conference will be held.
 - b. The student is ineligible for one calendar year.
 - c. The student will undergo a mandatory drug education program and may be required to undergo continued education or intervention.
 - d. Upon return to eligibility, the student will be subject to weekly drug tests at the activity director's discretion. Dip tests administered per this section are presumed accurate and no confirmation testing will be required.
5. Third violation

- a. An administrator/parent/student conference will be held.
- b. The student will be ineligible for the remainder of his or her high school career.

Procedures for Coaches/Advisors

Section 4F

All staff shall report any violations of this policy to the principal and superintendent immediately.

Section 7 A 1.a.

Principal shall notify the student's parents for removal from activity.

Section 9: Due Process

1. It shall be the Principal's responsibility in the respective schools for the fair enforcement and administration of this policy. The Principal may take whatever steps deemed necessary to investigate reported violations. Principal shall notify parents and may seek assistance from the Superintendent. Whether or not the Principal seeks assistance from the Superintendent, the Principal shall keep the Superintendent informed of (1) any reported violations (2) the progress on any investigations and (3) the results – including any punishment – of any investigations.
2. The Superintendent shall be responsible for supervising the Principals in the completion of their responsibilities. The Superintendent is responsible for insuring continuity and compliance with all School Board policies and regulations relating to student drug use (involvement of DHS, law enforcement, media, etc.....).
3. Any student or parents of a student punished pursuant to this policy may appeal the Principal's decision to the School Board. The Board will hear in executive session from the Principal, the student and any other sources for information relating to the alleged violation and the punishment therefore --- consistent with protecting the student's privacy interest and the fair administration of the school system. The Board will then issue a decision either **(1)** confirming the Principal's decision that a violation occurred, or **(2)** find that no violation occurred and remove the consequence(s)

Any student

4. Students are reminded that they do not own their lockers. School lockers remain the property of the School and may be subject to search, with or without notice to the students, at the discretion and with the permission of

the school administration. Students' personal property (knapsacks, bookbags, vehicles, gymbags, etc....) may be subject to further limits on its use on school property. However, absent the application of any other policy, student's personal property remains subject to all the rights and privileges enjoyed in that property outside the school circumstances – but enjoys no greater protections because it is on school property.

Drug and Alcohol Policy Signature Page

1. In accordance with Section 5-C, I as a middle school/high school student have read this policy, understand what it means and agree to honor it.

Signature of Student

2. In accordance with Section 5-C, I as a parent/guardian have read this policy understand what it means and agree to uphold it.

Signature of Parent

3. Today's Date: _____

4. *Note: The school must have this signed and returned before you can participate in any co-extra curricular activities.